

Cambridgeshire and Peterborough Carers Partnership Board

Terms of Reference

Carer means an adult who provides or intends to provide care for another adult (an “adult needing care”)

<http://www.legislation.gov.uk/ukpga/2014/23/section/10/enacted> (Care Act 2014)

A young carer is someone under 18 who helps look after someone in their family, or a friend, who is ill, disabled or misuses drugs or alcohol. <https://carers.org/about-us/about-young-carers>

Purpose

The role of the Carers Partnership Board is to act as a critical friend. Assisting in the development, co-ordination and monitoring of services and support delivered to carers across Cambridgeshire and Peterborough. The Carers Partnership Board is an all-age Partnership Board, reflecting that the Carers Strategy is an all-age strategy.

Reporting/Governance

The Representative to the Adult Social Care Forum (ASCF) will attend its meetings to raise awareness of issues and influence strategic decision making. They will, in turn, report back to the Board.

The Carers Partnership Board will work with young carers providers to hear the issues that they have identified, listen to how they think the system should be, and feed this back to the ASCF. The Carers Partnership Board will feed back to the young carers.

The ASCF will also hear feedback about issues relating to young carers and ensure that this feedback is passed to the relevant people in Children’s Services (of both councils), and, in turn, any response will be fed back to the Carers Partnership Board.

The Board will feedback on, and report to its members, on any local and national initiatives affecting carers.

Tasks

1. To monitor how current and newly introduced legislation affects local service delivery
2. To ensure the local Carers Strategy is reviewed and continues to be carried out
3. Members to act as a voice for carers outside the Partnership Board framework to ensure carers’ views are communicated widely
4. To ensure that under-served groups are considered
5. To monitor, assess and give feedback on, the value and effectiveness of commissioned services

6. To ensure feedback is provided to carers on the outcomes of their involvement in the work of the Partnership Board
7. To work closely with the other Cambridgeshire and Peterborough Partnership Boards (Learning Disability, Older People's, Physical Disability and Sensory Impairment Partnership Boards) to identify common areas of concern or need for carers and their cared for; working with commissioners and service providers to identify possible solutions.

Board members

The Carers Partnership Board will operate a 2-tier membership comprising:

1. Full members who attend and participate fully in board meetings
2. Corresponding members who do not attend (all) meetings but receive all information and minutes and are invited to participate and contribute via email/telephone etc

The Carers Partnership Board will be made up of the following:

- At least 50% (of Full members) will be Carer Representatives
- Representatives from appropriate voluntary and community organisations (VCS)
- Appropriate Statutory Services representatives

The membership of the Carers Partnership Board should aim to be representative of the diversity of Cambridgeshire and Peterborough. Recruitment of Independent Members to ensure that underserved groups are considered and ensure that it hears from other marginalized communities, such as ethnic communities, and carers for people with mental ill health.

Members will remain on the Carers Partnership Board for a term of 3 years; however, they can be appointed for a second term.

The Board will review membership on an annual basis; however, members will be removed from the Board after 3 consecutively missed meetings without notification. Where a member is unable to attend for a period of time they can become corresponding members until they are able to re-join the Board. This review will guide the Partnership Development Manager in the recruitment plans for the Board.

The Carers Partnership Board values all Carer experience but acknowledges that appropriate and timely experience is essential to the effective decision making of the Board. Therefore, where a substantive Carer has ceased their Caring role for whatever reason, the Carer may retain their substantive position on the Board for a period of up to 12 months following the date of when their caring role ceased.

Chair

The Chair will operate on a rota basis made up of Independent Members who wish to be on the rota. The role of the Chair is to facilitate the smooth running of meetings and to ensure that the views of all members are duly considered.

Representative to the Adult Social Care Forum.

The representative will attend the Adult Social Care Forum, providing insight from a carers perspective into their discussions as well as updating them on the Carers Partnership Board meetings.

Carer representatives

Individual carers are invited to attend as 'experts by experience'. These may be carers of children, young people and/or adults. Carers bring their own awareness of relevant issues. They may have links with local Carer networks but they are not invited as formal representatives of these networks.

Representatives from organisations that work with carers and represent their views are also invited to attend as Carer representatives.

Voluntary and Community Sector and Statutory Service Representatives

Are expected to attend all Full Board meetings and participate fully. If a member is unable to attend a meeting, they should send notification at the earliest opportunity and if possible, arrange for a substitute to attend on their behalf.

These members are required to take responsibility and use their networks and links to Carers to support voice and consultation activities when required.

Representatives of Cambridgeshire County and Peterborough City Councils will be expected to follow up on issues and queries raised and provide feedback to the Board.

Prospective new members

Any member of the Board can introduce a prospective new member by putting them in touch with the Partnership Development Manager or Chair. They will then meet with the Chair and Healthwatch's Partnership Development Manager who will give an overview of the work of the Board.

Frequency and Agendas

- Meetings will be held every two months with a carers pre-meeting before the main meeting so that individual carers representatives can discuss current issues.
- Extraordinary meetings can be called by any of the group members, in consultation with all other members with agreement by the Chair.
- The agenda is usually set well in advance.
- Any member of the group may suggest future agenda items.
- Agendas will be sent out to members at least 2 weeks before each meeting.

Referral onwards

Where relevant issues are raised at the Board which require detailed scrutiny, a Task and Finish group will be convened. This group will feed back to the Board on completion of the task.

Where individual issues arise, which would more appropriately be referred on for individual resolution through the relevant complaints process, or through presentation at another specialist forum, members will be encouraged and supported to do so. Such issues will be treated as confidential by all board members unless there are safeguarding concerns.

Communications

- Minutes of meetings can be found on the Healthwatch website once they have been approved.
- Members will be asked how they wish to receive all communications - by email or post.
- Members will be asked if they have any additional support needs to enable them to participate fully in meetings.

Lifespan of the Terms of Reference

The Board will look at these rules 1 year after the Boards merge, then they will be reviewed every 3 years.

If something happens that means the Board needs to review the Terms of Reference before the 3 years are up, then it can do so.

These terms of reference were agreed on: 14th March 2023

The Board plans to look at them again in March 2026